

Traveler's Checklist

REQUIREMENT FOR GOSMC APPROVAL

ALL OFFICIAL and UNOFFICIAL travel by DOD personnel requiring GOSMC approval will have this checklist completed and included in the travel request.

TRAVELER(s) DATA

- ☐ Rank/Name/Unit:
- ☐ Destination/Date(s) of Travel:

SUMMARY

- ☐ AT Level I Training completed in the past 12 months (Mandatory)
- ☐ Current Terrorist Threat Level (Mandatory)
- ☐ Leave/Pass form processed (Mandatory)
- ☐ Current FPCON (Mandatory)
- ☐ DOS Public Announcements or Travel Warnings (Mandatory)
- ☐ USAREUR Travel Restrictions? If one exists:
 - 1. Has GOSMC designated official travel as mission essential?
 - 2. How will requirements of the Travel Restriction be met by traveler(s)?
- ☐ Passport/VISA requirements

TRANSPORTATION PLANS

- ☐ Air/Rail/Auto Travel:
- ☐ Transportation after arrival at destination:
- ☐ Intra-area travel:

SECURITY (Responsibility and Measures)

- ☐ Weapons? (If weapons are transported, list by SN)
- ☐ Workplace Security? (MP's, contract security or local police available?)
- ☐ Billeting? (List hotel/billeting phone #'s)

MEDICAL

- ☐ Does plan state whether/where comprehensive medical care and ambulance services are available?
- ☐ Emergency medical support (Is medical information available to traveler?)
- ☐ Information/web site info available to traveler(s) regarding vaccinations and Centers for Disease Control?

COMMUNICATIONS

- ☐ Availability of telephones in country (public/other) listed?
- ☐ Emergency telephone numbers for the units in area to be visited included?
- ☐ Contact phone numbers in country? (American Embassy/Consulate, U.S. Military, MP's, Local police, fire, etc?)
- ☐ Contact numbers for use as an alternate source of obtaining threat info?
- ☐ Availability of internet access to reach back and stay informed?

AMERICAN EMBASSY/CONSULATE LOCATIONS

- ☐ Street address and any other pertinent directions to locate the nearest American Embassy or Consulate available? (Links to all American Embassy web pages are available at the following website: <http://www.usembassy.state.gov>)

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EMERGENCY ACTION PLANS

- ☐ Evacuation plans (Have emergency telephone numbers and points of contact to change airplane reservations, if required, been provided?)
- ☐ Does the plan include a statement that if suspicious activity possibly endangering personnel, facilities, or residences is identified, traveler will notify hotel security, local police, MP's or U.S. Military Intelligence as appropriate?
- ☐ Does plan indicate locations of safe havens?
- ☐ Does plan address actions to take in the event of:
 1. Terrorist attack on hotel?
 2. Terrorist attack against workplace?
 3. Mob violence or civil disturbance in the (deployed location)?
 4. New terrorist threat information, change in Threat Level or FPCON?
 5. Natural or other disaster/crisis occurs in area of operations?

PERSONNEL RECOVERY

- ☐ Validation that SERE 100 Code of Conduct Level B training has been completed.
- ☐ Validation that ISOPREP data for all traveler(s) stored in the Personnel Recovery Management System (PRMS).
- ☐ Unit/Organization contact information:

PROTECTIVE MEASURES

- ☐ Individual briefed on protective measures?

APPROVAL AUTHORITY

- ☐ Leave approved by appropriate authority for Active Duty Personnel?
 1. For Schengen Accord countries outside of Germany: First O-3 in the traveler's chain of command.
 2. For countries that have DOS Travel Warnings or do not have a US Embassy or Consulate: GOSMC and Country/Theater/Special Area (whichever applicable) approval required.

CHECKLIST REVIEWER:

SIGNATURE

RANK/TITLE/PRINTED NAME

UNIT/ORGANIZATION

DATE